



Virginia Tech

Employment Opportunity Bulletin

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Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|----------------------|-----------------|------------------------|-----------------------|
| Housekeeping Worker | 1 | 006457 | 061508 |

Position Responsibilities:

Provides housekeeping services to assure a clean, sanitary and safe environment in assigned facilities. Responsible for meeting high standards of housekeeping in offices, meeting rooms, public areas, bathrooms and other areas within the facilities. Duties include floor maintenance, dusting, gathering and removal of trash, and snow and ice removal from entranceways and sidewalks. Reports needed equipment and building repair and any unsafe or unusual housekeeping situations. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys. Occasionally assists with the preparation of regularly scheduled events. Designated Emergency Personnel--requires employees to report to work during emergency situations and closings.

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| Sr. Data Warehouse Architect | 6 | 001646 | 070071 |
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Position Responsibilities:

Responsible for designing data warehouse models, tables, views and developing and implementing data migration processes. Designs and develops warehouse reports, when applicable. Maintains implemented data marts by completing service requests, and fixing any problems that occur with nightly runs. Evaluates tools for data warehouse management and data access. Works with lead data warehouse architect to design for enterprise integration. Works with Warehouse DBA to design tables effectively to support data access. Works with Data Warehouse Project Coordinator and Liaison to model and standardize data, capture and manage metadata. Functions as backup Data Stage Administrator.

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| Small Animal Medicine Ward Technician | 3 | 008728 | 070068 |
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Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the medical and surgical sections of the Veterinary Teaching Hospital, including wards and treatment room management, administering treatments and medications ordered by clinical faculty, and animal care administration/management. Special nursing care procedures may include special diagnostic procedures, infection control/isolation management, supports OR procedures, and Central Sterile Supply support. If licensed may be assigned to provide short-term support to Anesthesiology following training in this area. Trained licensed or unlicensed veterinary technicians may be assigned to provide short-term support to the Intensive Care Unit. Assist in other areas directed by supervisor. Provides after hours on-call support as assigned.

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| Application Administrator | 5 | 008895 | 070078 |
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Position Responsibilities:

Install, maintain, diagnose and resolve problems with enterprise content management system, and other enterprise software. Monitor and tune environment to ensure the integrity of a stable and reliable 24 X 7 production environment. Provide database, web administration and enterprise systems support. Monitor database base and web server software. Provide application administration and maintenance as needed, coordinating activities with appropriate groups. Develop software for monitoring, and troubleshooting enterprise software.

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| Senior Housekeeper | 1 | 008897 | 070107 |
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Position Responsibilities:

Provide sole housekeeping and laundry services at The Grove (President's Home). Maintain inventories and checklists associated with events at The Grove. Responsible for setting tables and/or buffet service for events. Assist and interact with guests at the Grove in a courteous and helpful manner. May help with food preparation and/or serve as wait staff when needed. Based on the schedule of events at The Grove, overtime is often necessary.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
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| Research Specialist - Small grain/Soybean-Warsaw, VA | 4 | 008919 | 070041 |

Position Responsibilities:

Support the small grain and soybean breeding programs' research activities including, but not limited to, field preparation, seed packaging, planting, nursery management, harvest, data collection, entry and analyses. Produce genetically pure stocks of breeder seed via designated purification methods. Obtain descriptive data of specific plant and seed characteristics for use in seed certification and application for plant variety protection.

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| Veterinary Nurse-Equine Medical Center, Leesburg, VA | 3 | 008145 | 070118 |
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Position Responsibilities:

Provides care for equine patients through administration of medications treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures. Responsible for all treatments, restraint and manipulation of horses for routine and special procedures including surgery, ultrasound, radiology and necropsy, assisting other Vet Techs with surgery preparation, outpatient care, setting up and assisting in emergency situations.

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| Assistant to Chief Engineer-WVTF Public Radio | 5 | 008204 | 070145 |
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Position Responsibilities:

Assistant to the Chief Engineer in all technical operations and to be ready, willing, and capable of assuming all duties of the chief Engineer in his/her absence. Will be in charge of the WVTF Studio Operation including digital consoles, digital audio storage and delivery, business and broadcast computer networks, servers, operating systems, and similar systems. Will also assist with the maintenance and repair of all transmitter and repeater sites, remote broadcast equipment including digital broadcast consoles, high power broadcast transmitters, tape and digital audio recorders, satellite systems, microwave systems, telephone systems, and other general technical systems at the radio station studios and remote sites. Will consult with and provide training to the radio station's personnel about the station's technical operation. Monitor daily operations to insure legal compliance with the rules and regulations of the Federal Communications Commission.

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| Barn Care Nursing Manager / EMC - Leesburg, VA | 3 | 008802 | 070173 |
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Position Responsibilities:

Manages barn care/nursing department, which includes overall responsibility for administration, budget, inventory, and personnel decisions within the department and provides patient care as needed. Supervises 3 nursing shift supervisors on weekend, day, evening and night shifts, and the assistant barn care manager. Assures all department services are provided accurately, efficiently, and on a timely basis. Manages all aspects of quality control and quality improvement for the department.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|----------------------|-----------------|------------------------|-----------------------|
| Research Assistant | 3 | 008911 | 070156 |

Position Responsibilities:

Research assistant for a research project involving children and adolescents with specific phobias. Will assist PI in preparing data analysis programs and conduct literature searches. Responsible for coding and entering data. Also responsible for compiling, creating, and organizing data files. Assists in administering some research procedures and collecting data including scheduling family contacts and collecting observational, interview and survey data from children and their parents. Requires flexible scheduling; some evenings and weekends may be required.

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| Research Tech | 3 | 008430 | 070190 |
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Position Responsibilities:

The objective of this position is to carry out behavioral experiments investigating the molecular and biophysical basis of the magnetic compass in C57 BL/6 mice. Genetic knockout strains will be used to investigate molecular mechanisms that have been implicated in magnetic field sensitivity. Parallel experiments involving exposure to low-level, oscillating fields will be carried out to characterize the biophysical mechanism that underlies the magnetic compass. Work location will be at the Ecological Simulation Laboratory (Smithfield Road) and the Behavioral Testing Facility (Glade Road).

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| Area Coordinator CMMID Animal Facilities | 3 | 002656 | 070229 |
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Position Responsibilities:

Performs as working supervisor responsible for day-to-day animal facility activities, daily animal husbandry and technical support services for their designated areas (CMMID animal facilities). Ensures that all animals in their area are properly housed, fed, watered and cleaned on a routine basis, and in accordance with standard operating procedures. Responsible for ensuring and recording of daily animal census and daily room maintenance and upkeep. Responsible for the reporting of all animal health problems to the Licensed Veterinary Technician and/or Laboratory Animal Resident, and the safety and security of all animals within the designated areas. Ensures weekend, holiday and overtime coverage as needed. Provides technical support services for teaching, research and continuing education programs. Performs other duties as assigned by the Animal Facilities Manager and/or Director.

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| Systems Engineer | 5 | 008921 | 070273 |
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Position Responsibilities:

To provide accurate and timely system administration and application support to assure the reliability, availability, functionality and security of Network Storage and Backup infrastructure. Responsibilities include developing or enhancing software tools or scripts to assist in systems administration, performance monitoring and capacity planning. Lead efforts to isolate and determine causes of system problems that may be complex in nature. Provide technical consulting to IT staff and university community and assist in solving extraordinary user problems.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|----------------------|-----------------|------------------------|-----------------------|
| Applications Analyst | 5 | 001080 | 070301 |

Position Responsibilities:

Administrative Information Systems (Human Resources) programming and analysis: Primary responsibilities include programming and systems analysis for the human resource information system. Works with a senior staff member to analyze proposed development or enhancements and converts user requirements to technical specifications. Designs forms and reports and writes program specifications for sub systems of the HRIS. Writes or modifies application programs to meet user requirements and follow technical specifications. Maintains accurate and up to date system documentation. Provides training on Oracle, SQR, Banner, etc. to new technical staff. Communicates with end users about technical issues relating to the HRIS.

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| Trades Mechanic | 3 | 000155 | 070291 |
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Position Responsibilities:

Responsible for performing building repair and maintenance tasks that require journey level carpentry, masonry and painting skills. Inspect buildings for safety hazards and repair as needed.

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| Food Service Salary Pool | 1 | | 070331 |
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Position Responsibilities:

This applicant pool is established to fill salary Food Service positions. These positions provide food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. Shifts vary by position and dining center location and may include early morning, day, evening, night, and weekend hours; and may include some overtime and call-in work. Positions in the following areas are frequently available: Food Service Assistant, Utilities Assistant, Line Cook, Lead Cook, Pastry Culinarian, Senior Pastry Culinarian, Cashier, and pre-prep assistant. Work area assignment may be changed as necessary.

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| Housekeeping Salary Pool | 1 | P04000 | 070332 |
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Position Responsibilities:

Attends to housekeeping needs and ensures a clean, sanitary and safe environment in the residential halls where residents can live and learn and in other assigned areas in Student Programs. Responsible for maintaining established standards of cleanliness and sanitation including student lounges, offices, lobbies, stairs, rest rooms, showers, windows, and other interior space. Duties include floor maintenance, dusting, gathering and removal of trash, snow and ice removal from entranceways and sidewalks, raking leaves and gathering trash from areas near buildings and replenishing supplies. Operates powered and manual cleaning equipment. Reports needed equipment and building repair and any unsafe or unusual housekeeping situations. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys.

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| Administrative and Financial Services Associate | 4 | 006479 | 070323 |
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Position Responsibilities:

Provide financial and operational support for departmental business and grant sponsored projects; coordinate the formulation, development and allocation of project budgets; provide timely and accurate Financial Reporting to project sponsor; reconcile monthly accounting statements and maintain accounting files; develop new project cost proposals; oversight of project activities to ensure compliance with federal, university and departmental regulations; responsible for departmental accounting assignments; responsible for purchasing for departmental and project needs.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---------------------------|-----------------|------------------------|-----------------------|
| Enrollment Services Coord | 4 | 000049 | 070252 |

Position Responsibilities:

This position assists with: maintenance of office long-range and short-range priorities; developments for the admissions data processing area; and the oversight of the operational processes. This position must be extremely proficient and knowledgeable in student BANNER and must ensure that the system functions within the Graduate School and academic units so that data is consistent, current, and accurate. This position works within the Graduate School and with the President's Office to provide key support for graduate commencement ceremonies. This position will be called upon frequently to assist the Director of Admissions and Academic Progress and the Graduate Dean and Associate Deans in the design and implementation of policies and procedures, including extensive background research. Position works as a campus liaison and trainer for processes related to graduate admissions/academic progress information.

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| Unit Administrative Assistant, Alleghany County | 3 | 005137 | 070352 |
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Position Responsibilities:

Serve as primary support to unit office staff in an administrative assistant role, coordinating both clerical and fiscal responsibilities with little supervision from Unit Coordinator. Maintain confidential personnel records and reconcile ledgers of accounts.

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| Financial Analyst | 4 | 006676 | 070298 |
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Position Responsibilities:

Provide direct financial and administrative support to the Department of Outreach Program Development (OPD) in Outreach and International Affairs, and the Senior Associate Director of Business Operations & Strategic Initiatives (SADBOSI). Collect, manage and evaluate data for the division's business operations planning and forecasting. Assist with developing and implementing strategies for providing direct services to external and university clients. Support the Senior Associate Director of BOSI in efforts to evaluate market research, develop new business initiatives, pilot new programmatic efforts, and provide business forecasting and strategic planning for OPD units. Provide support in coordinating the division's financial activity with other university partners and administrative units. Support OPD leadership in organizational development efforts. Work with the Senior Associate Director of BOSI to ensure division-wide compliance with University and State fiscal policies and procedures. Provide immediate financial oversight of department's annual operation budgets and accounting systems. Prepare complex analysis of Division's monthly fiscal position, with planning of annu

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| Learning Technologies Systems Integrator | 5 | 008426 | 070376 |
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Position Responsibilities:

Provides support for Virginia Tech's academic applications. Responsible for integration and support of instructional technology applications, including mission-critical services such as Blackboard, Electronic Portfolios, and Sakai.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---|-----------------|------------------------|-----------------------|
| Program Accountant & Accounts Receivable Specialist | 3 | 008770 | 070364 |

Position Responsibilities:

Provide direct support to the finance unit of the Continuing and Professional Education by reconciling individual program accounts to University Banner System. Prepare transfers of funds from program accounts to departmental accounts when necessary. Prepare individual program financial statements. Monthly reconcile program accounts. Close individual program accounts when financially complete. Research problems with individual program accounts, correcting errors and assisting bringing Programs to successful financial conclusion. Prepare billings for individual participants, sponsorships, and conference costs by entry in the University's Banner A/R system. Maintain and reconcile assigned accounts receivable records, and prepare monthly accounts aging report. Prepare departmental account reconciliations on a monthly basis. Routes monthly phone statements for approvals. Set-up new Banner funds. Work independently with faculty and other internal and external clients.

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| Business Manager | 4 | 008358 | 070373 |
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Position Responsibilities:

Serve as Business Manager for the financial operations, program development, outreach, and personnel administration of the Virginia Tech Advanced Research Institute (VT-ARI) of the College of Engineering. Responsible for fiscal oversight and accounting on all VT-ARI financial matters and accounts, and provide support to new program development at the Institute.

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| Mechanical Engineer | 5 | 001000 | 070341 |
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Position Responsibilities:

The primary objective of the position is to contribute towards the educational and research mission of the Department of Engineering Science and Mechanics specifically in a laboratory environment. To this end, design and/or conduct experiments in the technical areas of mechanics of materials, fluid mechanics, and dynamics and vibrations and guide students, faculty and staff members in doing the same.

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| Laboratory Specialist | 3 | 008939 | 070351 |
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Position Responsibilities:

This position will assist with lab management (e.g., order and receive material, organize space and equipment in the lab); assist with lab research; prepare and aliquote solutions; organize samples; supervise undergraduate students; help with equipment upkeep and use; follow research protocol in independently executing experiments; and interpret and present data.

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| Lab Specialist | 3 | 008940 | 070389 |
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Position Responsibilities:

Conducts research on the biochemistry and cell biology of actin-based cellular motility using the tools of biochemistry, microscopy, and molecular biology. Supervises the maintenance and upkeep of a safe laboratory environment. Maintains the laboratory supplies inventory. Maintains records of research, laboratory stocks and inventory, purchasing and personnel. Participates in the training of graduate and undergraduate researchers.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|-----------------------|-----------------|------------------------|-----------------------|
| Laboratory Specialist | 3 | 008941 | 070397 |

Position Responsibilities:

This position will carry out specific research activities funded by a grant from the USDA. The individual must be able to work independently; use microbiology techniques to inoculate and incubate bacterial cultures; recover and fractionate bacterial cells; perform biochemical assays; purify bacterial DNA; perform restriction digests, ligations and gel electrophoresis; prepare genetically competent cells for E. coli and Bacillus subtilis; perform transformations to produce new strains; perform phase contrast microscopy; and be able to trouble-shoot all of these procedures. The individual will also be involved in day-to-day activities in the lab, including ordering supplies, general lab maintenance, sterilization of supplies, solution and media preparation, interacting with students, and participating in group meetings.

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| Information Tech Spec II | 5 | 007831 | 070344 |
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Position Responsibilities:

Provide computer system administration for Wireless @ Virginia Tech, one of the largest wireless communications research centers in the country which currently includes 9 wireless technology research groups at Virginia Tech.

- Provide technical assistance on all levels and be thoroughly familiar with Windows XP, Windows 2000 and 2003 network, and administering a Windows Active Directory Domain.
- Host network resources such as web servers, file transfers servers, licensing servers, remote access servers, backup servers and Linux based servers and firewalls, system software, and relational databases.
- Test and implement system and software updates to maintain highest level of system availability, functionality and security, ensuring that implementation and updates do not compromise systems or services.
- Implement and maintain security and recovery mechanisms, including weekly file and web server backups.
- Provide strict inventory control over hardware and software, to include software licenses.
- Troubleshoot and repair desktop PCs and varying computer peripherals. Lead ongoing development of wireless web site and manage secure access page for the Center's affiliate mem

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| Anesthesia Technician-Equine Medical Center, Leesburg, VA | 4 | 006669 | 070386 |
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Position Responsibilities:

Provides anesthesia services for elective and emergency surgical, medical, and diagnostic procedures as well as for research and teaching. Assists with teaching of technical skills in anesthesia and critical care. Assists in other areas of clinical services as needed.

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| Administrative Assistant-Equine Medical Center, Leesburg, VA | 3 | 002307 | 070383 |
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Position Responsibilities:

Provide administrative support to the director of the hospital; prepare and edit correspondence as requested; ensure that documentation is prepared pursuant to guidelines of University/CVM as related to residency program, internship program, 4th year veterinary student rotation, and externship program; manage and coordinate faculty area administrative/teaching services by supervising one Adm. & Office Spec II and one volunteer for the library.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|--------------------------------------|-----------------|------------------------|-----------------------|
| Webmaster and Programming Specialist | 4 | 008942 | 070400 |

Position Responsibilities:

Assumes overall responsibility for design and development of the library's website. Designs and customizes the website to create a coherent electronic environment integrated with traditional services to meet needs of library users and employees. Performs usability tests and studies to ensure that the website is user friendly and practical for a variety of users. Applies the Virginia Tech Web accessibility standards and guidelines throughout the libraries Web presence. Provides design, development and programming support for the creation of online instruction modules and tools to support the department's outreach and instructional programs. Oversees the library's intranet to archive and maintain communications within the library. Provides classroom instruction in basic library research skills. Provides general reference assistance to users including nights and weekends as needed.

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| Special Events Coordinator | 4 | 008265 | 070393 |
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Position Responsibilities:

Plans and coordinates assigned university wide special events such as special donor and campaign events involving the university's major donors and prospects. Ensures that events conform to the highest standards, flow smoothly and are successful. Advises other departments on campus on special event programming; researches and maintains information on participants and writes correspondence and other publicity materials when needed.

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| Research Specialist | 3 | 008943 | 070369 |
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Position Responsibilities:

Responsibilities include organizing and maintaining mosquito laboratory colonies, developing and using quality control methods, as well as other insectary duties and record keeping. Other responsibilities include assisting in development and implementation of molecular assays, genetic crosses, genotype confirmation.

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| Food Service Manager | 3 | 006367 | 070407 |
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Position Responsibilities:

Responsible for menu planning, maintaining and operating a 11,254 sq. ft. dining facility with public lobby and bathrooms. Supervise 16-20 food service employees in the preparation of approximately 450 meals per day and clean-up. Work with 4-H Center Director in advertising, interviewing and hiring Food Service employees according to 4-H Center procedures.

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| Small Animal ICU Technician | 4 (\$28,987 - \$59,492) | 008096 | 060392 |
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Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the Anesthesia/ICU sections of the Veterinary Teaching Hospital. Performs critical care nursing procedures in the Intensive Care Unit as directed by clinical faculty and instructs senior veterinary students in technical and manipulative skills relating to ICU/Critical Care during regular day shift or after hours shifts. Provides primary patient care in anesthesiology during the day and/or on-call after hours, on holidays, and weekends. Schedules, performs, or assists in the performance of regular and diagnostic special procedures and electrodiagnostic procedures. Assists in other areas as directed by supervisor.

Employee Category: Staff (Salary)

| Working Title | Pay Band | Position Number | Posting Number |
|--|-----------------|------------------------|-----------------------|
| Dispensary Assistant-Equine Medical Center, Leesburg, VA | 2 | | 070388 |

Position Responsibilities:

Performs technical functions including the preparing and distributing of medications, maintaining pharmacy records, assessing inventory needs and ordering accordingly, sharing emergency call duty, and supervising area in the absence of the dispensary supervisor.

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| Manager of Fiscal Affairs, Office of the Vice President for Research | 5 | 003995 | 070409 |
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Position Responsibilities:

Provide fiscal oversight for the senior management S45 (Office of Vice President for Research and its departments). Fiscal overview and budget preparation for the Office of Vice President for Research (OVPR). Review of departmental budget for areas reporting to the Vice President for Research. Oversight of university overhead distribution system and monitoring. Responsible for monitoring and reimbursing indirect cost-sharing funds. Indirect earnings management and distribution for the research, instruction, and public service areas. Assist in developing various indirect agreements (internal and external to the University). Develop lease justifications and work closely with Real Estate Management. Assist in the financial coordination/planning of grant writing institute programs, animal care per diem rates and/or similar programs/areas. Develop various spreadsheets, graphs, analysis, and reports for the OVPR. Supervises OVPR senior fiscal tech and business manager.

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| Data Reduction Lab Assistant-VTTI | 3 | 008949 | 070371 |
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Position Responsibilities:

The Data Reduction Lab Assistant will assist the Data Reduction Manager in overseeing lab operations and ensuring data quality. Tasks will include completing accuracy assessments, tracking progress towards deadlines, proctoring the data reduction lab, training data reductionists, and performing some data reduction.

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| Instrumentation Engineer-VTTI | 5 | 008948 | 070377 |
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Position Responsibilities:

Design and develop vehicle instrumentation and related engineering work. Interpret engineering guidelines; coordinate various activities; and perform engineering and software design and analysis as directed for Hardware Electronics Laboratory/Technical Operations.

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| Electronics Technician I- (Virginia Tech Transportation Institute) | 3 | 008947 | 070370 |
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Position Responsibilities:

Performing electronic installation, service, and repair duties ranging from entry-level to journey-level. Responsibilities include installing, repairing, servicing, adjusting, calibrating, fine-tuning, and testing devices, circuitry and components on electronic and electronic communications equipment (e.g. cameras, monitors, video recorders, computers, traffic control devices and fire systems, transmitting, etc.) operating primarily on the basis of electric or electronic principles.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|-----------------------|-----------------|------------------------|-----------------------|
| Development Associate | 3 | 008345 | 070415 |

Position Responsibilities:

Provides comprehensive administrative, technological and programmatic support for the Director and Assistant Director for the Arts. Assists with management of donor relations; manages office work flow effectively, scheduling appointments and meetings, making travel arrangements, handling calendars, and reimbursements. Composes correspondence to follow-up with donors, volunteers and staff, and edits and proofs all written materials for accurate and professional presentations. Conducts research as requested. Responsible for preparing and coordinating numerous mass mailings to these constituencies. Helps coordinate special events and special projects. Works extensively creating reports from Banner database, usually in an excel spreadsheet format. Processes gift acknowledgements. Serves as liaison for university and non-university contacts.

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| Windows System Administrator | 4 | 008578 | 070411 |
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Position Responsibilities:

Oversees the computing needs for the Materials Science and Engineering Department and the Mining and Minerals Engineering Department. Manages Windows XP and 2003 domains, HTML-based websites, Exchange/Outlook mail systems, and faculty/staff/student accounts for both departments. Provides desktop support including software and hardware installation; troubleshooting and repair; system backups; and security maintenance. Oversees systems in the undergraduate student computer laboratories.

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| Cash Receipts/Disbursement Manager | 4 | 001561 | 070410 |
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Position Responsibilities:

Responsible for the daily operations and management of cash receipts and disbursement processes for the university including implementing effective internal controls necessary for safeguarding cash and related assets. Maximizes e-commerce opportunities such as direct deposit and EDI for disbursement processes and web-based systems for receiving payments electronically. Reviews internal processes and makes recommendations for continuous improvements to the Bursar. Will provide leadership and coaching to staff to ensure excellent customer service and effective teamwork. Works collaboratively with banking personnel on all issues related to banking processes for the university. Provides leadership and oversight to establish effective funds handling procedures for all university departments processing cash receipts including providing training and performing periodic compliance reviews of such departmental procedures. Effectively interprets and communicates university and departmental policies and procedures.

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| Lab Specialist Sr. | 4 | 003194 | 070394 |
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Position Responsibilities:

Responsible for helping enable research and rearing activities at the Department of Entomology's Insectary building. Assist in rearing of beneficial insects and host populations for research projects. Monitor insect and weed populations. Collect, process, release and ship beneficial organisms. Oversee collection and management of published information relating to research projects. Develop and maintain system of control and access to database such that required information. Provide monitoring of arthropod populations in fruit field plots. Apply control treatments in fruit pest management experiments. Assist as needed in care of fruit plantings. Assist in analyzing and reporting research data. Maintain live insect colonies, and assist in insect collection and display for the department.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|----------------------|-----------------|------------------------|-----------------------|
| Research Technician | 3 | Pos Num | 070421 |

Position Responsibilities:

Provides research support by performing genetic experiments with mosquitoes. Duties include microinjecting embryos, executing various crossing schemes as well as general rearing. Performs experimental procedures such as molecular cloning and analysis of mosquito DNA, maintaining cell stocks, microscopy, and any other techniques related to molecular biology. Other responsibilities include working closely with graduate students in the lab, supervising undergraduates, and performing inventories/ordering of lab supplies.

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| Graduate School Technical Coordinator | 5 | 007901 | 060828 |
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Position Responsibilities:

Utilizing knowledge of Graduate School policy and procedures acts as a primary coordinator and liaison of ad-hoc teams undertaking design and automation of the university's graduate student systems, ensuring thorough planning and efficient allocation of human resources. Exercises latitude in assessing internal and external departmental needs in determining alternatives for satisfying them, supplying logic and database design specification as well as programming complex reports and process design.

Conducts Banner student systems training for in house and university employees. Serves as technical liaison between the Graduate School, Banner student team, and vendors, in development of new electronic processes. Serves as a backup contact for the graduate admissions review and imaging systems.

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| HVAC Installation & Repair Senior Technician | 4 (\$28,987 - \$59,492) | 000634 | 061154 |
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Position Responsibilities:

Under minimal supervision, performs installation, maintenance, inspection, troubleshooting, and repair of air conditioning and refrigeration equipment (both electronic and mechanical); Performs start-up on new equipment; assists in supervising and planning, maintains related records.

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| Senior Human Resources Employment Analyst | 5 | | 061187 |
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Position Responsibilities:

Work with hiring managers throughout the university to attract, select, and retain a highly qualified and diverse staff. Meet with outreach partners, referral sources, hiring managers, and other HR professionals to develop recruitment plans. Develop creative job advertisements, identify recruitment resources, and coach supervisors through the screening, interviewing, selection, and starting pay processes. Analyze workforce data to develop and/or provide guidance in developing recruitment and outreach plans to enhance the diversity of applicants. Provide coaching and guidance to other HR employment analysts.

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| Lab Technician | 3 (\$22,188 - \$45,539) | 008725 | 061248 |
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Position Responsibilities:

Performs daily laboratory requirements, such as machining, maintenance, and repairs on testing rigs. Performs tasks associated with the construction of new testing rigs and conducts appropriate calibration and real tests as needed. Adapts procedures, techniques, tools, materials, and equipment to meet the department's needs. Follows instruction related to various duties and tasks. Periodically assists in orienting and training students involved in project work within the lab.

Employee Category: Staff (Salary)

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|------------------------------|-----------------|------------------------|-----------------------|
| Trades/Utilities Master Mech | 4 | 008619 | 061328 |

Position Responsibilities:

Maintain, inspect, service and repair electrical and mechanical equipment in assigned academic buildings. Troubleshoot and repair any mechanical or electrical failures. Respond to trouble calls to shutdown equipment and make repairs in a safe manner. Inspect buildings for safety hazards and repair as needed.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
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| Nursing Assistant/Activity & Health Aide | 2 | 022916 | 070038 |
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Position Responsibilities:

Provides assistance to the adult day services participants including assistance with activities of daily living, recreational activities and other health and therapeutic related activities as prescribed in the plans of care. Responsible for working with the Activity Director in implementing therapeutic recreation activities.

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| Application Developer | 5 | 024116 | 070114 |
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Position Responsibilities:

Serves as developer for Learning Technologies programming projects and systems. Will work on the SENRG project and Sakai tool programming. Primarily responsible for code writing including integration with frameworks and existing enterprise systems. Also responsible for some application development design and end user analysis. Works directly with supervisor and indirectly with faculty and helpdesk (OCS) to determine needs for application development. Implements application development solutions as identified by supervisor.

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| Facilities Assistant | 3 | 022507 | 070092 |
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Position Responsibilities:

Schedules online with interactive database and sets up classroom training space and audiovisual equipment for University's academic classes at the Northern Virginia Center to include: computer labs, meeting rooms, distance-learning classes, and Center shared spaces. Requirements are working knowledge of audiovisual equipment, experience with distance-learning equipment a plus, computer proficiency in use of PC (i.e., internet, email), strong communication skills, and demonstrated ability to assume responsibility and to work independently with minimum supervision.

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| Computer Network Support Technician | 4 | 024135 | 070309 |
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Position Responsibilities:

Will monitor network operations and ensure the stability and integrity of network services. Provides primary help desk functions for office applications, printers, and workstation hardware. Identifies, diagnoses, reports, and resolves issues affecting network and workstations with department guidance. In addition performs preventative maintenance checks and services on all network related equipment.

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| Card Services Clerk | 3 | 021009 | 070321 |
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Position Responsibilities:

Provides operational support to the Hokie Passport Office by providing prompt, courteous service to customers by processing deposits, creating identification cards, reconciling deposit activity and answering questions.

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| Pharmacy Assistant | 2 | 020839 | 070297 |
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Position Responsibilities:

Assists the pharmacist in the daily operation of the hospital pharmacy by preparing, delivering, and charging medications ordered by clinicians. Performs various technical and clerical duties to ensure accurate professional and lawful execution of standards established by the State Board of Pharmacy for clinical and hospital operations.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| Working Title | Pay Band | Position Number | Posting Number |
|------------------------|-----------------|------------------------|-----------------------|
| Animal Care Technician | 1 | 022563 | 070310 |

Position Responsibilities:

Provides support to clinical faculty and fourth year veterinary students in the Intensive Care Unit (ICU) of the hospital. Duties include assisting with basic nursing procedures, maintaining supplies, cleaning and disinfecting the Intensive Care Unit daily, assisting in restraining and manipulation of patients, and other duties as directed by supervisor and faculty.

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| Food Service Wage Pool | 1 | | 070329 |
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Position Responsibilities:

This applicant pool is established to fill wage Food Service positions. These positions provide food service to customers of the university dining centers with a high level of customer satisfaction. Ensures a clean, safe and sanitary environment for employees and customers. These vacancies include temporary, full-time, and part-time work. Shifts vary by position and dining center location and may include early morning, day, evening, night, and weekend hours; and may include some overtime and call-in work. Positions in the following areas are frequently available: Food Service Assistant, Food Production Assistant, Line Cook, Pre-Prep Assistant Utilities, Pastry Culinarian, and Cashier making \$8.00 per hour; Lead Cook, Pastry Culinarian Senior, Food Service Assistant Senior making \$8.50 per hour. Work area assignment may be changed as necessary.

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| Database and GIS Assistant-Richmond, VA | 3 | 023772 | 070356 |
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Position Responsibilities:

This position assists the Virginia Department of Game and Inland Fisheries' Fish and Wildlife Information Services program with processing of wildlife and law enforcement data. Employee will be responsible for entering records into databases and digitizing information into the Department's geographic information systems (GIS). Employee will assist GIS Staff with the preparation of map products, processing spatial data, and supporting the sponsor agency's GIS. Employee will also assist in the preparation of materials for program workshops and training sessions. Employee may also perform other duties as assigned.

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| Security Guard | 1 | 020470 | 070313 |
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Position Responsibilities:

Provides security for a diverse University community. Duties include monitoring and patrolling buildings and parking lots; and reporting safety hazards, suspicious situations, security deficiencies and unauthorized activity sometimes under adverse weather conditions. Other duties include regular communication with police dispatcher or patrol unit via radio and maintaining a daily log of patrols and action taken on findings. Supports the Police Department in the prevention and detection of criminal activity, providing an orderly environment in alignment with the University mission and assisting with special events.

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| Veterinary Nurse - Part-time; Equine Medical Center, Leesburg, VA | 3 | 020640 | 070264 |
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Position Responsibilities:

Provides care for equine patients through administration of medications treatments, specimen collection, monitoring vital signs, record keeping and assisting in the preparation and performance of special procedures.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
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| Mentoring Program Coordinator-Fairfax County | 4 | | 070360 |

Position Responsibilities:

Implement, supervise, and support the mentoring initiative. Market, recruit, and train mentors. Support matches, conduct orientation and trainings for youth, mentors, and parents. Build collaborations with community coalitions, schools, and other government agencies to promote mentoring. Advocate and promote mentoring countywide, and complete all federally mandated evaluations associated with a federally-funded project. Assist in securing parent permission forms, completion of youth behavior reports for evaluation and conveying any pertinent information about the program to parents/guardians. Create and distribute marketing tools (flyers, handouts, etc.), table displays for recruitment fairs, etc. Additional responsibilities may include: monitoring matches, assisting on group field trips, and providing on-site support and supervision of matches.

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| Mentoring Program Assistant-Fairfax County | 3 | | 070362 |
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Position Responsibilities:

Supports the Reston Mentoring Program by maintaining and facilitating contacts with parents, mentors, mentees, and school. Will promote and encourage parent involvement, follow up with program related issues and concerns, staff the weekly mentoring gatherings, and plan special events and field trips. Recruits and trains adults to participate in the program as mentors; will identify and orient youth and their families regarding policies and procedures of the program.

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| Electronics Technician I- (Virginia Tech Transportation Institute) | 3 | 024141 | 070368 |
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Position Responsibilities:

Performing electronic installation, service, and repair duties ranging from entry-level to journey-level. Responsibilities include installing, repairing, servicing, adjusting, calibrating, fine-tuning, and testing devices, circuitry and components on electronic and electronic communications equipment (e.g. cameras, monitors, video recorders, computers, traffic control devices and fire systems, transmitting, etc.) operating primarily on the basis of electric or electronic principles.

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| NRV Master Gardener Coordinator | | 023030 | 070423 |
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Position Responsibilities:

Promotes and coordinates the NRV Extension Master Gardener Educational Outreach Program under the oversight of the county ANR agent. Duties include: Volunteer Management: Recruit, train, coordinate, and evaluate environmental horticulture volunteers, and report their activities to VCE and local government parties. Educational Program Management: Based upon locally identified needs and with Master Gardener assistance, develop, deliver, evaluate, and report on environmental horticulture educational programs. Clientele Contact: Answer individual's questions in the area of environmental horticulture through the use of one-on-one contacts, phone, postal mail, e-mail, and through the use of Extension Master Gardeners via plant clinics, educational programs, etc. Disseminate environmental horticulture information through mass media (newspapers, radio, and TV), newsletters, fact sheets, publications, etc.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|-----------------------------|-----------------|------------------------|-----------------------|
| Small Animal ICU Technician | 4 | 020101 | 070416 |

Position Responsibilities:

Provides technical support to clinical faculty and senior veterinary students in the Anesthesia/ICU Section of the Hospital. Performs critical care nursing procedures in Small Animal ICU and instructs senior students in technical and manipulative skills relating to ICU/Critical Care. Performs other medical and surgical duties in the Small Animal Clinic.

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| Operating Room Assistant | 2 (\$8.93 - \$23.82) | 020484 | 043351 |
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Position Responsibilities:

Provide technical support and necessary supplies to the operating room as part of a team, providing 24 hour emergency coverage. Also responsible for providing supplies to the rest of the Equine Medical Center as needed. Requires emergency on-call duty on evenings and weekends on a scheduled rotation basis.

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| Research Nurse-Part-Time | 4 | 024083 | 061312 |
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Position Responsibilities:

Provides nursing support for ongoing laboratory studies. Duties include placement, monitoring and removal of venous catheters; drawing blood; monitoring and withdrawal of arterial catheters; preparation and administration of medications; assessing vital signs of subjects undergoing study; and responding to emergencies according to accepted nursing practice; assists with recruiting and screening of potential research participants.

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| Web Editor | 3 (\$10.06 - \$20.64) | 023400 | 061289 |
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Position Responsibilities:

The National Capital Region Office of Virginia Tech seeks an individual to undertake website management with some experience in web authoring, content management systems (CMS), and design. The main emphasis of this position is content management with some elements of design, functionality and enhancement of the site required as the position matures.

The primary responsibilities of this position are to monitor, maintain and enhance the program's website, assisting the Public Relations & Marketing Manager in updating and adding new content and making web design changes as needed. Other responsibilities will include but are not limited to working with non-technical content providers; providing support by way of training for other staff in preparing content for the web through a CMS; providing quality assurance review of web pages; ensuring that current industry standards regarding usability practices are being followed; monitoring site and troubleshooting functionality or presentation problems as they arise.

This is a part-time position with a flexible schedule but successful candidate will be required to work in the office a minimum of 20 hours per week between the hours of 9

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| Assistant Teacher | 2 | 024090 | 061321 |
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Position Responsibilities:

Provides support to the Child Development Center for Learning and Research (CDCLR). Works collaboratively with classroom teachers in planning and implementing curriculum. Documents children's learning experiences. Participates in CDCLR professional activities.

Employee Category: Hourly Wage Staff, limited to 1500 hrs/year

| <i>Working Title</i> | <i>Pay Band</i> | <i>Position Number</i> | <i>Posting Number</i> |
|---------------------------|-----------------|------------------------|-----------------------|
| Web Application Developer | 5 | 024093 | 061366 |

Position Responsibilities:

Acts both independently and working closely with other members of IDDL's eLearning Systems Development and Integration group to design and enhance automation of Virginia Tech's eLearning enterprise. Ensures thorough planning and successful completion of automation projects by the negotiated deadline. Assists with designing, developing IDDL databases. Exercises latitude in supplying technical advice, program logic and database design specifications, as well as suggesting alternatives to meet user needs. Blends advanced technical skills with knowledge of student, faculty and administrative eLearning requirements and processes. Receives direction and is accountable to the IDDL's eLearning Systems Development and Integration Team Leader. Works cooperatively with IDDL's Senior Systems Administrator, IDDL's System Analyst for Administration & Integration, and other Web Developers to ensure that IDDL web and data systems are developed for maximum effectiveness, ease of use, and compatibility with other Virginia Tech systems. Works closely with other managers within IDDL, with program directors of university eLearning programs, and others.